The Office of U.S. Senator Joe Donnelly is currently accepting internship applications for the spring internship session in Washington, DC as well as the spring internship session in the Indianapolis office.

In the Washington, DC office, interns will have the opportunity to assist the Senator’s legislative and press staff with a variety of projects. Additionally, interns will interact directly with constituents over the phone, assist with writing projects, and help provide tours of the United States Capitol to Hoosiers visiting Washington, DC.

Interns in Senator Donnelly’s Indianapolis office will have the opportunity to assist case managers with constituent inquiries to federal agencies, communicate with constituents over the phone, and accompany state staff members to meetings with local civic and professional organizations in addition to performing general office clerical duties.

This internship is open to all majors. The deadline to apply for the spring sessions is November 3, 2017. This internship is unpaid. Students can find more information on interning in Senator Donnelly’s office at http://www.donnelly.senate.gov/help/student-resources/internships. You can download the intern application at the link above, as well as find more information on submitting your application materials.

Press Internship:

U.S. Senator Joe Donnelly’s Washington, DC office is seeking a full-time press intern, who can work 30-40 hours a week next spring. Responsibilities include assisting the press team with media monitoring, drafting social media, research, and other day-to-day operations and projects. Previous experience on Capitol Hill is not required, though applicant should have an interest in communications. Candidate should be a self-motivated team player with strong interpersonal skills, strong writing and oral communications skills, and the ability to handle multiple tasks with hard deadlines simultaneously. Familiarity with video editing, graphic design, and social media analytics is a plus, as well as proficiency using Excel. This internship is unpaid. Indiana ties are a plus. Interested applicants should send a cover letter, resume, two writing samples, and availability to application_donnelly@donnelly.senate.gov with the subject “Press Intern.” No drop-ins or phone calls. Applications will be considered on a rolling basis.